

Steps for Creating Agency/Records Administrator E-MACS Account

Step 1:

Watch E-MACS Account Creation Video: [Registering for E-MACS Tutorial](#)

Step 2:

Go to <https://emacs.courts.state.mn.us/login> and click on “Register as an E-Filer”

APPELLATE E-FILING

Information

Welcome to E-MACS, the e-filing application for the Minnesota appellate courts. Before you get started, please review the information about E-MACS contained in the FAQs and E-filing Help (use the links below). At this time, E-MACS is not open to all users. Please review the FAQs to learn whether you can register for e-filing.

LOGIN

Username

Password

Login

[Forgot Password?](#)

[Register as an E-Filer](#)

[E-Filing Terms & Conditions](#)

[Home](#) | [Create Filing](#) | [E-Filing FAQs](#) | [E-Filing Help](#)

C-Track™ E-Filing

Thomson Reuters Court Management Solutions

Step 3:

Complete the user information fields. Be sure to select “Agency” as the Role and check the box at the bottom of the screen to accept the terms of use.

APPELLATE E-FILING

Information

To use E-MACS, you must create an account, by providing the information requested below, and then taking and passing a test about E-MACS. You can take the test as many times as needed, and you can pause to review FAQs and training materials.

E-FILE REGISTRATION

User Information

Prefix

Last Name*

First Name*

Middle Name

Suffix

Username*

Password*

Confirm Password*

Role* ☒

E-mail

Primary E-mail* Secondary E-mail

Phone

Type Number

Address

Address Line 1*

Address Line 2

Address Line 3

City* State* Zip Code*

Step 4: Take the ten-question E-Filer Test and receive a score of 80% or higher.

APPELLATE E-FILING

AnnMarie S O'Neill

E-filer Test

To promote understanding of the rules and methods for using E-MACS, e-filers are required to take and pass a short test before being authorized to use E-MACS. You can review E-MACS rules and procedures by clicking on the links below. Completing the test should take about 10 minutes. You need to answer at least 80% of the questions correctly to pass the test. You may review your answers and repeat the test as necessary until you achieve a passing score. If you need to re-take the test, you can do it during your current session, or log in later. Please navigate from question to question by using the "Previous" and "Next" buttons, NOT the "Back" and "Forward" buttons on your browser.

Begin Test

Home | Create Filing | E-Filing FAQs | E-Filing Help

APPELLATE E-FILING

AnnMarie S O'Neill

Information

You have passed the e-filer test. An e-mail has been sent to your primary e-mail address. YOU MUST CLICK ON THE LINK IN THE E-MAIL WITHIN 24 HOURS TO CONTINUE THE REGISTRATION PROCESS. YOUR ACCOUNT WILL NOT BE REVIEWED UNLESS YOU CLICK THE LINK WITHIN THE REQUIRED TIME PERIOD.

E-FILING TEST RESULTS

Results

Name	AnnMarie S O'Neill	Number of Questions Answered	10
Username	AMOAgency	Number of Correct Answered	10
Result	Passed	Score	100.00%

Print Answers

APPELLATE E-FILING

AnnMarie S O'Neill

E-FILER TEST

E-filer Test Progress(0.00%)

Question # 1

Case participants can use the district court e-filing system to serve documents related to an appeal (for example, a request for transcripts, motion to proceed in forma pauperis).

☐ True

☐ False

Question # 2

Most documents filed with the appellate courts will be available for view by the public.

☐ True

☐ False

Question # 3

All publicly accessible documents may be viewed remotely through P-MACS?

☐ True

☐ False

Question # 4

If an e-filing is rejected by the clerk's office, the original date of submission will be preserved.

☐ True

☐ False

Question # 5

The itemized list of documents in the agency record must be e-filed by the agency's attorney.

☐ True

☐ False

Next

Step 5: Within 24 hours of account creation, open the "E-MACS account request: action required" email sent to your primary email address and click on the link.

Appellate E-Filing

This is a notice to inform you that your E-MACS user account request has been received. Please click this [link](#) to verify your primary e-mail address and to log into the E-MACS.

Do not respond to this system-generated e-mail notification. For help with technical problems, send an e-mail message to E-MACS technical support EMACS@courts.state.mn.us. If you have case-related questions, contact the Clerk's office at (651)296-2581, Monday - Friday, 8 a.m. - 4:30 p.m., excluding holidays.

Minnesota Judicial Branch Disclaimer: This is an official government communication. As the recipient, you are responsible for the lawful use of this information. This e-mail and any attachments may be confidential and are intended solely for the individual or organization to which they are addressed. They may contain privileged or confidential information and should not be disseminated. If you are not the intended recipient of this e-mail, you should not copy, distribute or take any action in reliance upon this e-mail or the attachments. If you received this e-mail in error, please notify the Clerk of the Appellate Courts immediately at (651)296-2581 and delete this message. Thank you. Please consider the environment before printing this e-mail.

Clicking on the link in the email message will generate this message:

The screenshot shows a web browser window with the address bar displaying "Home - Public Access to App..." and "Suggested Sites" and "Web Slice Gallery". The page title is "APPELLATE E-FILING". A green success message box at the top states: "Success. Your primary e-mail address is confirmed. Your account will now be reviewed by the Clerk of the Appellate Courts. If you are an attorney, you can now use E-MACS. If you are not an attorney, you cannot use E-MACS until your account has been approved by the clerk's office." Below this is an information box stating: "Welcome to E-MACS, the e-filing application for the Minnesota appellate courts. Before you get started, please review the information about E-MACS contained in the FAQs and E-filing Help (use the links below). At this time, E-MACS is not open to all users. Please review the FAQs to learn whether you can register for e-filing." The main content area features a "LOGIN" form with fields for "Username" and "Password", and a "Login" button. Below the form are links for "Forgot Password?", "Register as an E-Filer", and "E-Filing Terms & Conditions". The footer includes navigation links: "Home | Create Filing | E-Filing FAQs | E-Filing Help", "C-Track™ E-Filing", and "Thomson Reuters Court Management Solutions".

When the Clerk's Office approves your account, this message will be sent to your primary email address and you can begin submitting your agency records electronically.

Appellate E-Filing
This is a notice to inform you that your E-MACS user account has been approved or updated. You can log in to the site here:
<https://devemacs.courts.state.mn.us>

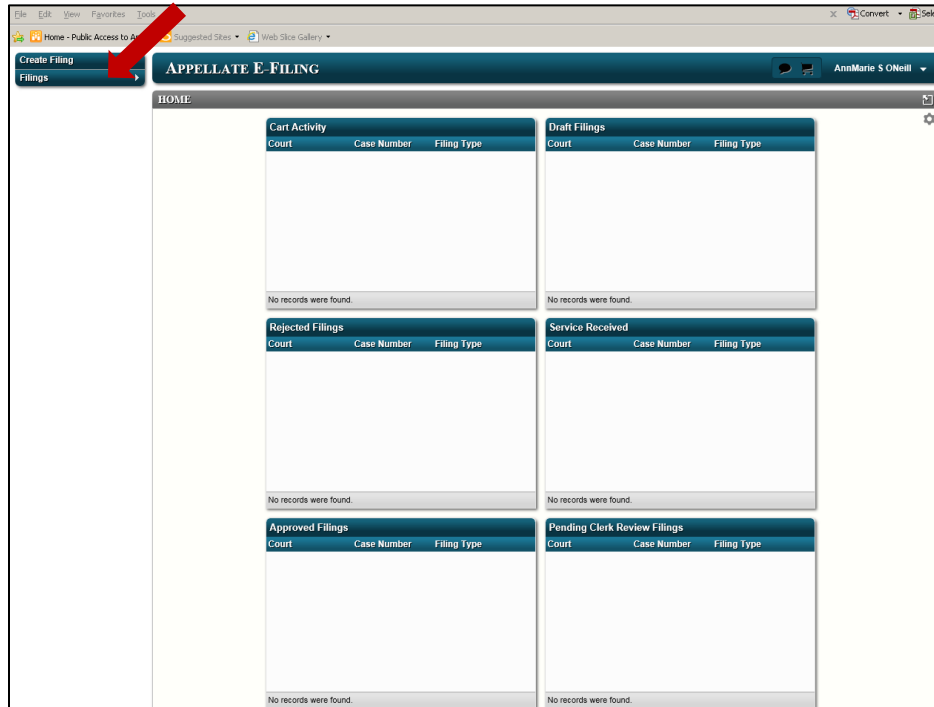
Do not respond to this system-generated e-mail notification. For help with technical problems, send an e-mail message to E-MACS technical support EMACS@courts.state.mn.us. If you have case-related questions, contact the Clerk's office at (651)296-2581, Monday - Friday, 8 a.m. - 4:30 p.m., excluding holidays.

Minnesota Judicial Branch Disclaimer: This is an official government communication. As the recipient, you are responsible for the lawful use of this information. This e-mail and any attachments may be confidential and are intended solely for the individual or organization to which they are addressed. They may contain privileged or confidential information and should not be disseminated. If you are not the intended recipient of this e-mail, you should not copy, distribute or take any action in reliance upon this e-mail or the attachments. If you received this e-mail in error, please notify the Clerk of the Appellate Courts immediately at (651)296-2581 and delete this message. Thank you. Please consider the environment before printing this e-mail.

Steps for Submitting the Agency Record Via E-MACS

Step 1: Login to E-MACS

Step 2: Click on “Create Filing”



Step 3:

- Select Supreme Court or Court of Appeals as the Court Level.
- Leave the “Existing Case” field filled in.
- Complete the fields for your corresponding appellate case number.
- Click on “Next” in the lower right corner of the screen.

A screenshot of the 'CREATE FILING' form within the 'APPELLATE E-FILING' system. The form is titled 'CREATE FILING' and includes a section for 'Case Information'. Under 'Case Information', there is a 'Court Level' dropdown menu set to 'Supreme Court'. Below this, there are two radio buttons: 'Existing Case' (selected) and 'New Case'. Further down, there are two input fields for case numbers: 'Appellate Case Number (e.g., A13-0034)' and 'Administrative Case Number (e.g., ADM13-0034)'. The 'Appellate Case Number' field is partially filled with 'A 14 - 2065'. A 'Next' button is located in the bottom right corner of the form.

Step 4:

- In the drop down list next to "Type" select "Correspondence"
- In the drop down list next to "Subtype" select "Other"
- In the field for "Filed on Behalf of Other" enter "WCCA Agency Record"
- Click on "Next" in the lower right corner of the screen.

APPELLATE E-FILING

FILING INFORMATION

Details

Court: Supreme Court

Type: Correspondence

Subtype: Other

Filed on Behalf of: ☐ Party or Participant

☐ Johnson, Rocky W.

☐ USF Holland, Inc.

Filed on Behalf of Other: WCCA Agency Record

Expedited Handling Requested: ☐

Expedited Handling Comments:

Comments:

Next

Step 5:

Begin Uploading the Record. After each "part" is uploaded click on "Add Another Part" until you have uploaded all of the parts. List the document description in the "Comments" for each part. Before clicking on "Next" in the lower right corner be sure that you have numbered each of the parts (example 1 of 4, 2 of 4, 3 of 4, etc.). Each "part" can be up to 25MB (approximately 1,000 pages of text).

UPLOAD LEAD DOCUMENT

Lead Document

Name: Correspondence - Other, File: Itemized List.pdf, Replace, x, [icon]

Part: 1, Total Parts: 4

Confidential Requested: ☐, Confidential Reason:

Comments: Itemized List

Document

Name: Correspondence - Other, File: L:\SC\Imaging\A14-2065\Transcript of March 24 2014.pdf, Browse...

Part: 2, Total Parts: 4

Confidential Requested: ☐, Confidential Reason:

Comments: Transcript

Document

Name: Correspondence - Other, File: L:\SC\Imaging\A14-2065\Appellants Brief June 23 2014.pdf, Browse...

Part: 3, Total Parts: 4

Confidential Requested: ☐, Confidential Reason:

Comments: Appellant's Brief

Document

Name: Correspondence - Other, File: L:\SC\Imaging\A14-2065\Exhibit 1.pdf, Browse...

Part: 4, Total Parts: 4

Confidential Requested: ☐, Confidential Reason:

Comments: Exhibits 1-6

Add Another Part

Step 6:

Complete the service screen. Enter “none” for the service method if you did not serve the other parties.

FILING PROGRESS | **Filing Information** | **Upload Lead Document** | **Upload Other** | **Service Information** | **Filing Summary**

SERVICE INFORMATION

E-MACS Service Recipients

Name	Role	Representing	Address	Service Method
No records were found.				

Conventional Service Recipients

Name	Role	Representing	Address	Service Method	Service Date
PATERA, MICHAEL J	Attorney	USF Holland, Inc. (Relator)	MacMillan, Wallace, Athanases & Patera, P.A. 46 Oak Avenue North P O Box 304 Annandale MN 55302	None	02/11/2015
PETERSEN, VINCENT ALAN	Attorney	Johnson, Rocky W. (Respondent)	Law Offices of Donald F. Noack 2305 Commerce Boulevard Mound MN 55364	None	02/11/2015

Additional Service Information

Other Served

Comments

Service Document

Name ? Proof of Service File

Comments

Step 7:

Review the Filing. Click on “Save Filing and Check Out” in the lower right corner.

FILING SUMMARY

Filing Details

Filing Type Correspondence - Other

Case Number A13-2011

Filed on Behalf of WCCA Agency Record

Expedited Handling Requested

Expedited Handling Comments

Documents

Name	Comments	No Written Decision	Confidential Requested	Confidential Comments
Correspondence - Other	Remand List			
Correspondence - Other	Transcript			
Correspondence - Other	Appellant's Brief			
Correspondence - Other	Exhibits 1-6			

E-MACS Service Recipients

Name	Role	Representing	Address	Service Method
No records were found.				

Conventional Service Recipients

Name	Role	Representing	Address	Service Method	Service Date
PATERA, MICHAEL J	Attorney	USF Holland, Inc. (Relator)	MacMillan, Wallace, Athanases & Patera, P.A. 46 Oak Avenue North P O Box 304 Annandale MN 55302	None	02/11/2015
PETERSEN, VINCENT ALAN	Attorney	Johnson, Rocky W. (Respondent)	Law Offices of Donald F. Noack 2305 Commerce Boulevard Mound MN 55364	None	02/11/2015

Additional Service Information

Other Served


Comments

Service Documents

Name	Comments
No records were found.	

Step 8:

Submit filing by clicking on the “Submit Filing” box in the lower right corner of the screen.

APPELLATE E-FILING  AnnMarie S O'Neill

Information

- If fees are required for this filing, clicking “Submit Filings” will take you to an external payment website. Once your payment is completed, be sure to return to E-MACS. YOUR FILING WILL NOT BE SUBMITTED UNTIL YOU RECEIVE BOTH A PAYMENT CONFIRMATION AND A FILING SUBMISSION CONFIRMATION. If no fees are required with this filing, your submission will be complete when you click “Submit Filings” and you receive a submission confirmation.

CART

Filings				
Court	Case Number	Filing	Documents	Fees
Supreme Court	A13-0011	Correspondence - Other	4	\$0.00
Total				\$0.00

By submitting the filing(s), you are agreeing to the [E-Filing Terms & Conditions](#)


Submit Filings

[Home](#) | [Create Filing](#) | [E-Filing FAQs](#) | [E-Filing Help](#)
C-Track™ E-Filing

Confirmation of your submission will look like this:

[Home](#) - [Public Access to App...](#) [Suggested Sites](#) [Web Site Gallery](#)

Create Filing
Filings

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Information

- Your electronic filings have been submitted for review and processing. You will receive e-mail notification once the clerk's office has reviewed and either accepted or rejected your filing.

SUBMISSION CONFIRMATION

Details

E-MACS Confirmation #	281423670257710	Submitted Date	02/11/2015 09:57 AM
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Filings			
Court	Case Number	Filing	Documents
Supreme Court	A13-0011	Correspondence - Other	4

Print

[Home](#) | [Create Filing](#) | [E-Filing FAQs](#) | [E-Filing Help](#)

A confirmation email will be sent to the primary email address on file when the Clerk’s Office “accepts” the filing.